

**TRAVEL INFORMATION & POLICY**

Subject:	Number:
Travel/Relocation Programs – Defining Eligibility for Travel Reimbursement, Extended Travel Assignments and Relocation	TIP 17-05
	Date Issued:
	October 27, 2017
References:	Expires:
Travel Guide Long-Term Assignment Reimbursement Travel Guide Relocation Reimbursement	Until Rescinded

Purpose: This bulletin emphasizes selected points relevant in defining when an employee is eligible for travel reimbursement, when an employee is on an extended travel assignment, and when an employee job change involves relocating to a new work location. This bulletin provides emphasis for a portion of the overall guidance on these topics. More comprehensive guidance is provided in the [Travel Guide](#) and related regulations. Employees are encouraged to review the Travel Guide if these topics apply to them.

Exceptions to travel rules referenced in this bulletin have been delegated by the California Department of Human Resources (CalHR) to the Caltrans Division of Accounting. The process and forms used to request exceptions are detailed in the Travel Guide.

Designation of Headquarters and Travel Reimbursement: The department designates a work headquarters for each employee. The work headquarters and employee residence is the basis for determining whether an employee qualifies for reimbursement of travel expenses.

As a general rule, an employee's work headquarters is the place (e.g.: building, maintenance station, equipment shop) where the majority of an employee's work is performed or where the employee returns to when work assignments are completed. An employee's work headquarters is consistent with the location/county specified in the job posting by which the employee was hired unless the employee's supervisor provides a written change in the employee's work headquarters. Changes in an employee's headquarters location/county require submittal of formal notice to the Division of Human Resources, typically via a Personnel Action Request Form (PARF).

Employees are eligible for reimbursement of travel expenses when they travel to conduct State business more than 50 miles from both their residence and headquarters or if an exception to the 50-mile rule is granted in advance. Further, the department will pay for or reimburse employees for the cost of transportation (e.g.: airfare, rental car, intercity rail) when the employee travels to conduct State business more than 50 miles from both their residence and headquarters or if an exception to the 50-mile rule is granted in advance.

Employees are also eligible for reimbursement of transportation expenses (e.g.: private vehicle mileage, transit, tolls) when conducting State business in closer proximity to their headquarters.

The department cannot pay for or reimburse employees for the cost of transportation to and from the employee's work headquarters and their residence including a location where the employee lived prior to accepting a new position and reporting to a new headquarters.

**Extended
Assignment:**

Employees are eligible for short-term travel reimbursement rates when travel lasts no more than 30 calendar days in a single location. Short-term travel reimbursement rates are discontinued when employees are on an extended assignment where travel lasts more than 30 consecutive days in a single location. After 30 days, employees are reimbursed based on long-term travel reimbursement rates unless an exception to the 30-day rule is granted in advance.

When an employee's extended assignment is expected to last more than one year, the long-term travel reimbursements are deemed taxable benefits. These reimbursements become taxable from the point in time that it is determined that the assignment is expected to last more than one year (not on the 366th day).

Employees in Bargaining Unit 9 and 11 as well as associated supervisors and Toll Bridge Construction Program managers receive a Long Term Assignment Differential when they have received an assignment that requires travel of one year or more.

**Employee
Relocation:**

Under specific circumstances, employees qualify for reimbursement of certain costs of relocating residences associated with a job change. Relocating employees are eligible for reimbursement of the cost of lodging, meals and incidental expenses in accordance with established rates for up to 60 days while locating a permanent residence at the new location. Eligibility for these reimbursements may begin on or any time after the date the job offer is accepted and ends at the completion of the 60-day period or when the employee establishes a permanent residence, whichever occurs first. The 60 days are not required to be consecutive; partial day reimbursements count toward the 60-day maximum. These relocation reimbursements are deemed taxable employee benefits.

Relocating employees are eligible for vehicle mileage reimbursement limited to one-time and one-way for the distance from the employee's old residence location to the new headquarters location. After the reporting date of the new job, the department cannot pay for or reimburse employees for the cost of transportation to and from the employee's new work headquarters and their

residence including a location where the employee lived prior to accepting a new position and reporting to a new headquarters.

If you have questions about this TIP, please contact Cassie Baba at (916) 227-8652 or the Travel Information Line at (916) 227-9061.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Cassie.Baba@dot.ca.gov. TTY users may also call (800) 735-2922.